

Workforce Investment Act Participant Reporting Handbook

Prepared By Workforce Investment Division November 2000

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XWID

The Extract Workforce Investment Act Data (XWID) is a program used to extract the individual characteristics of Workforce Investment Act (WIA) clients to be used in reporting, by the State of California, to the United States Department of Labor (DOL).

Purpose and Frequency

This program is used to create a file that will be transferred to the Workforce Investment Division (WID) in a format that matches what is found in the WID database. The program must be run **monthly**, and automatically creates reports **quarterly**. This data will reside in a quarterly report table.

Edits and Errors

The program will run edit checks for all fields. If any record fails the required edits, a description of each error will be written to a report for the Local Workforce Investment Area (LWIA) to reference. The report will have the name "XWID MM/YYYY datetime" and will be written to RIOH.

Options (View or Create)

If there are no errors, LWIA's will have the option to create the extract or just view it.

Viewing will be helpful to LWIA's who want to ensure that they are always extracting the cleanest data possible.

If *Create* is chosen, then the extract will load the data into Individual Participant Data (IPD) tables that exists on both the local and State sides. Only records that are new or have been modified will be updated in the tables. There will be an edit to check if all records that exist on the local side exist on the state side, this means that a record that has been deleted from the local side will be deleted from the State side. This will insure that data will match in both tables.

The program can be run as often as needed for viewing, but should only be run monthly for creation of the extract.

Steps for running XWID

Extract WIA Data
Enter Ending Period (MM/YYYY): !!!!!!

- Step 1. Enter mnemonic: XWID
- Step 2. Enter the ending date for the period: month/year
- Step 3. <File> the XWID

Step 4. If no errors are found, the system will display this prompt: "Create extract file now? (Y/N)". If answer is "Y", then the file will be committed to the LWIA database and file will be named XWID_SDA_YYYYMM_99.xtr. If file for this period exists, system will prompt: "Extract file already exists for this period. Continue anyway (Y/N)?". If "Y" then file will be given a revision number starting with 01.

Step 5. If errors do exist, then the RIOH (Report Input/Output Handler) window will pop up so you can either display or print the error report.

Report I/O Handler									
Report	t Descr	iption			Stat	us	Catalog	Date/Time	
View	Print	printOpts	Сору	Delete	Export	Zmoder	n Keep	0 Days	

Errors and Their Definitions

For reference purposes, here is a list of possible errors found in the RIOH report and their definitions. They are listed in alphabetical order for ease of use. The same error message can be displayed for more than one reason; be sure to check for all possible scenarios when investigating an issue.

Error Message	Definition of Error
Actual Hours Worked inconsistent with Labor Force Status	If Labor Force Status is equal to 1 or 2, then Actual Hours Worked on Follow-up form must be greater than zero (0)

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Adult Education must be a 1 or 2	Adult Education field cannot be NULL on application and must be a 1 or 2	
Age must be >= 14	Client must be at least 14 years of age	
Age must match calculated age (XX)	Age must match age that was calculated on application date. Calculation age = app_dt minus dt_of_birth	
All activities must have completion codes in order to enter exit codes All activities that the client is enrolled in must have a code, (excluding activity code 80), on the Enrol form		
Another case for this App Num is already using this grant code	Grant code cannot be the same as any other case with the same WIA application number	
App address or mail address is required	Record must contain clients application address or mail address	
App city or mail city is required	Record must contain clients application city or mail city	
App form has not been completed	Edit detected that WIA application has not been completed for this client	
App must be termed before follow-up	Application number must exist in WIA exit table	
App number is required	Application number must exist for all clients and cannot be NULL	
App number must be seven digits.	All application numbers must contain seven digits	
App number must begin with a 1-9	All application numbers must begin with numbers 1 – 9	
App state or mail state is required	Record must contain clients application state or mail state	
App zip or mail zip is required	Record must contain clients application zip code or mail zip code	
At least one Ethnicity is required	Ethnicity cannot be NULL on application	
At least one Exit code is required	Exit code field cannot be NULL if Exit date field is not NULL	
Basic Skills Deficient must be a 1 or 2	Basic Skills Deficient cannot be NULL on application and must be a 1 or 2	

Begin Date must be on or after enrollment date	Begin Date for activities must be greater than or equal to enrollment date unless Activity Code = 16, 41, 60, 75, 80, or 84 (Non – WIA funded activities or services)
Campaign Veteran is required	Campaign Veteran field on application cannot be NULL if Veteran Status is 1 or 2
Cannot use the same exit code more than once	The same exit code cannot be used more than once for an individual client
Case Number cannot begin with a 0	WIA case number cannot begin with a zero (0)
Citizen != 1 or 2, client ineligible, eligibility must be X	If value in Citizen field of application is not equal to 1 or 2, eligibility must be X
Citizenship is required	Citizenship cannot be NULL on application
Client does not meet low income requirements	Client does not meet the system requirements and related edits for Low Income Eligibility
Client first name is required	Client first name is a required field on application
Client last name is required	Client last name is a required field on application
Client not eligible for this grant	Eligibility code assigned to client does not match Grant code assigned to client
Community Service/Block Grant must be a 1 or 2	Community Service/Block Grant field cannot be NULL on application and must be a 1 or 2
Date Attained cannot be greater than today	If not NULL, then Date Attained in Follow-up table must be less than or equal to current date
Date Attained is required	Date Attained field on Follow-up form cannot be NULL if Degree Status = 1
Date Attained is required	Date Attained field on Goals form cannot be NULL if corresponding result code is not NULL
Date Attained must be less than or equal to current date	If Date Attained field on Goals form is not NULL, then it must be less than or equal to current date
Date Attained must be on or after Date Set	If Date Attained field on Goals form is not NULL, then it must be greater than or equal to Date Set

Date Employed cannot be greater than today	If Date Employed field on Exit form is not NULL, then it must be less than or equal to current date
Date Employed cannot be greater than today	Value in Date Employed field of Follow-up form must be less than or equal to current date
Date Employed must be on or after all enrollment dates	IF Date Employed field is not NULL, then it must be a date greater than or equal to all enrollment dates for that application number
Date Employed required	Date Employed field on Follow-up form cannot be NULL if Labor Force Status is equal to 1 or 2
Date Enter Advanced Training cannot be greater than today	If not NULL, then Date Entered Advanced Training on Exit form must be less than or equal to current date
Date Entered Advance Training cannot be greater than today	If not NULL, then Date Entered Advanced Training on Follow-up form must be less than or equal to current date
Date Entered Post Secondary Ed cannot be greater than today	If not NULL, then Date Entered Post Secondary Education on Exit form must be less than or equal to current date
Date Entered Post Secondary Educ cannot be greater than today	If not NULL, then Date Entered Post Secondary Education on Follow-up form must be less than or equal to current date
Date ITA established cannot be greater than today	If ITA field on Enrollment form is not NULL then it must be less than or equal to current date
Date Set is required	Date Set field on Goals form cannot be NULL if any other corresponding goal field is not NULL
Date Set must be less than or equal to current date	If Date Set field on Goals form is not NULL, it must be less than or equal to current date
Date Set must be on or after Enrollment date	Date Set field on Goals form must be greater than or equal to WIA case enrollment date
Degree Attained is required	Degree Attained field on Exit form cannot be NULL if at least one exit code exists
Degree Type is required	Degree Type field on Follow-up form cannot be NULL if Degree Status = 1
Degree Type is required	Degree Type field on Exit form cannot be NULL if Date Attained is not NULL

Determination Method is required	Determination Method field on Exit form cannot be NULL if Date Employed is not NULL			
Disabled is required	Disabled field cannot be NULL on application			
Disabled Veteran is required	Disabled Veteran field on application cannot be NULL if Veterans Status is equal to 1 or 2			
Dislocated worker is required	Dislocated Worker field on application cannot be NULL			
Dislocation Date is required	Dislocation Date on application cannot be NULL if Dislocated Worker field is equal to 1 through 4			
Education Status is required	Education Status field on application cannot be NULL			
Eligibility code values must exist in d_wia_eligy_cd table	Each value in the Eligibility Code field on the application must exist in the d_wia_eligy_cd table			
Employed Exit Employer must be a 1 or 2	If not NULL, With Exit Employer field on Follow-up form must be a 1 or 2			
End Date must be >= Begin Date	If not NULL, End date of Activity must be greater than or equal to Begin Date			
Enrollment Date cannot be greater than today	Enrollment Date must be less than or equal to current date			
Enrollment Date cannot be less than App Date	Enrollment Date must be greater than or equal to WIA application date			
Entered Apprenticeship must be a 1 or 2	Entered Apprenticeship field on Exit form cannot be NULL, and must be a 1 or 2			
Entered Apprenticeship must be a 1 or 2	Entered Apprenticeship field on Follow-up form cannot be NULL and must be a 1 or 2			
Entered Military Service must be a 1 or 2	Entered Military Service field on Exit form cannot be NULL, and must be a 1 or 2			
Entered Military Service must be a 1 or 2	Entered Military Service field on Follow-up form cannot be NULL and must be a 1 or 2			
Entry must be 7 digits	Value in WIA case number table must be 7 digits			

Exit Date cannot be greater than today	Exit Date must less than or Equal to current date
Exit Date is required	Exit date field cannot be NULL if Exit code field is not NULL
Exit Date must be on or after all enrollment dates	Exit Date must be greater than or equal to all the clients enrollment dates
Exit Date must be on or after App Date	Exit Date must be greater than or equal to the Application Date
Family GA must be a 1 or 2	Family GA field on application cannot be NULL and must be a 1 or 2
Family income must be >= 0	Family income field on application must be a value greater than or equal to zero (0)
Family RCA must be a 1 or 2	Family RCA field on application cannot be NULL and must be a 1 or 2
Family SSI must be a 1 or 2	Family SSI field on application cannot be NULL and must be a 1 or 2
Family Status is required	Family Status field on application cannot be NULL
Family TANF must be a 1 or 2	Family TANF field on application cannot be NULL and must be a 1 or 2
Farm worker Program must be a 1 or 2	Farm Worker Program field cannot be NULL on application and must be a 1 or 2
Follow-up date is required	If Application Number exist in follow-up table, then Follow-up date cannot be NULL
Food Stamps is required	Food Stamps field on application cannot be NULL
Foster child must be a 1 or 2	Foster Child field on application cannot be NULL and must be a 1 or 2
Gender must be 1 or 2	Gender choice of (1) female or (2) male is required on application
Goal code is required	Goal Code field on Goals form cannot be NULL if any other corresponding goal field is not NULL
Goal Type is required	Goal Type field on Goals form cannot be NULL if any other corresponding goal field is not NULL
Grant Code is required	Grant Code field on Enrollment form cannot be NULL

Health Benefits must be a 1 or 2	Health Benefits field on Exit form cannot be NULL if Date Employed is not NULL and must be a 1 or 2
Highest Grade complete must be < 12 if Dropout = 1	If 1 is entered in Dropout field of application then Highest Grade Complete must be less than 12
Homeless must be a 1 or 2	Homeless field cannot be NULL on application and must be a 1 or 2
Hourly Wage is required	Hourly Wage field on Exit form cannot be NULL if Date Employed is not NULL
Hourly Wage is required	Hourly Wage field on Follow-up form cannot be NULL if Date Employed is not NULL
Hours per Week is required	Hours per Week field cannot be NULL if Date Employed field is not NULL
Hours per Week must be >0 and <169	The value entered into Hours per Week field of Exit form must be greater than 0 and less than 169
Hours per Week must be >0 and <169	Value entered in Hours per Week field of Follow-up form must be greater than 0 and less than 169 if Date Employed is not NULL
HUD Program must be a 1 or 2	HUD Program field cannot be NULL on application and must be a 1 or 2
Interview Date cannot be greater than today	Interview Date on Follow-up form must be less than or equal to current date
Interview Date is required	Interview Date field on Follow-up form cannot be NULL
Interview Date must be on or after Follow-up Date	Interview Date must be greater than or equal to Follow-up Date on Follow-up form
Invalid app phone number	If field is not blank, it must be valid phone number
Invalid Math Test code	On application, if not blank, value must exists in the test table with test_type = 2 or 3
Invalid Math version	On application, if not blank, must exist in the test table using math_test_cd
Invalid msg phone number	On application, if field is not blank, it must be a valid phone number
Invalid Reading Test code	On application, if not blank, value must exists in the test table with test_type = 1 or 3

Invalid Reading version	On application, if not blank, must exist in the test table using read_test_cd
Job code is required	On application, cannot be NULL if Dislocated Worker field is equal to 1 through 4
Job Code is required	Job code at Placement field on Exit form cannot be NULL if Date Employed is not NULL
Job Code is required	Job Code field on Follow-up form cannot be NULL if Labor Force Status is equal to 1 or 2
Job Code not on file	Value entered into Job Code at Dislocation field on application must exist in either the DOT, OES, ONT, or ON3 tables
Job Code not on file	Value entered into Placement Job Code field must exist in either the DOT, OES, ONT, or ON3 tables
Job code not on file	Value entered in Activity Job Code field on Enrollment form must exist in either the DOT, OES, ONT, or ON3 tables
Job Code not on file	Value entered in Job Code field on Follow-up form must exist in either the DOT, OES, ONT, or ON3 tables
Job Code Type must be DOT, OES, ONT, or ON3	Value entered into Job Code Type field must exist in either the DOT, OES, ONT, or ON3 tables
Job Corps must be a 1 or 2	Job Corps field cannot be NULL on application and must be a 1 or 2
Labor Force is required	Labor Force Status on Follow-up form cannot be NULL and must be a value equal to 1 through 5
Labor Force Status is required	Labor Force Status field on application cannot be NULL
Limited English must be 1 or 2	Limited English field on application cannot be NULL, and must be a 1 or 2
Low income must be a 1 or 2	Low Income field on application cannot be NULL and must be 1 or 2
Math Grade Level inconsistent with Highest Grade Completed	On application, if Math Grade = 89 the Highest Grade Completed must be >= 16
Math Grade Level must be a value from 0 through 13, 87, 88, 89	On application, if not blank, value entered in Math Grade Level field must be a equal to 0 through 13, 87, 88, 89

On application, if not blank, field must be a numeric value		
Edit detected that Math Grade level or Math Score is required for this client		
Edit detected that Math Grade level or Math Score is required for this client		
Test Code field cannot be NULL if value is entered in Math Score field		
If not blank, value entered into Reading Grade Score must be greater than zero (0)		
If not blank, value entered into Math Grade Score must be greater than zero (0)		
NAFTA-TAA field cannot be NULL on application and must be a 1 or 2		
Native American Program field cannot be NULL on application and must be a 1 or 2		
Non-Traditional Employment field on Exit form cannot be NULL if Date Employed is not NULL and must be a 1 or 2		
On application, if (Age < 14 or > 18) or Low Income = 1 or (Disabled = 3 and Basic Skills Deficient =2 and Education Status != 3 and Homeless = 2 and Runaway = 2 and Pregnant/Parenting = 2 and Offender = 2 and Youth Needing Additional Assistance = 2 and WIA Disabled = 3), then eligibility code cannot contain I		
On application, if (Age < 19 or > 21) or Low Income = 1 or (Disabled = 3 and Basic Skills Deficient =2 and Education Status != 3 and Homeless = 2 and Runaway = 2 and Pregnant/Parenting = 2 and Offender = 2 and Youth Needing Additional Assistance = 2 and WIA Disabled = 3), then eligibility code cannot contain J		
On application, if age less than 18 then Eligibility cannot contain A		
If Dislocated worker field on application does not contain value's 1 through 5, then eligibility cannot contain D		

Not Eligible Veteran, eligibility cannot contain H	If Veteran Status field on application is equal to 3, then eligibility cannot contain H
Not Low Income Adult, eligibility cannot contain B	On application, if age is less than 18 or Low income is not equal to 1, then eligibility cannot contain B
Not Low Income Youth (age 14 – 18), eligibility cannot contain F	On application, if age of client is greater than 18, then eligibility cannot contain F
Not Low Income Youth (age 14 – 18), eligibility cannot contain F	On application, if (Age < 14 or > 18) or (Low Income = 2) or (Basic Skills Deficient = 2 and Education Status != 3 and Homeless = 2 and Runaway = 2 and Foster Child = 2 and Pregnant/Parenting Youth = 2 and Offender = 2 and Youth Needing Additional Assistance = 2), then eligibility cannot contain F
Not Low Income Youth (age 19 – 21), eligibility cannot contain G	On application, if age of client is less than 19 or greater than 21, then eligibility cannot contain G
Not Low Income Youth (age 19 – 21), eligibility cannot contain G	On application, if (Age < 19 or > 21) or (Low Income = 2) or (Basic Skills Deficient = 2 and Education Status != 3 and Homeless = 2 and Runaway = 2 and Foster Child = 2 and Pregnant/Parenting Youth = 2 and Offender = 2 and Youth Needing Additional Assistance = 2), then eligibility cannot contain G
Not Youth, eligibility cannot contain F or G	On application, if age of client is less than 14 or greater than 21, then eligibility cannot contain F or G
Num Dependants must be < number in family	Value in Number of Dependants field must be less than the value in Number in Family field
Num Dependants must be >= 0	Number of Dependants field must be a value greater than or equal to 0
Num in family must be > 0	Number in Family field must contain a value greater than 0
Number in family must be >= 2	The value entered in Family Status requires Number in Family to >= to 2
Number in family must be >= 3	The value entered in Family Status requires Number in Family to >= to 3
Number in family must be 1	The value entered in Family Status requires Number in Family to = 1

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Offender must be a	Offender field cannot be NULL on application and must be
1 or 2	a 1 or 2
Other Non-WIA Program must be a 1 or 2	Other Non-WIA Program field cannot be NULL on application and must be a 1 or 2
Pell Grant Amount is required	Cannot be NULL if Pell Grant Recipient = 1
Pell Grant Amount must be <= Max Pell Grant Amount	Amount entered cannot be greater then Maximum Pell Grant Allowed
Pell Grant Recipient is required	Pell Grant field on application cannot be NULL
Pregnant/Parenting Youth must be a 1 or 2	Pregnant/Parenting Youth field cannot be NULL on application and must be a 1 or 2
Program Code is required	Program Code field on Enrollment form cannot be NULL if Activity Type is equal to 3
Provider Code is required	Provider Code field on Enrollment form cannot be NULL if Activity type is equal to 3
Rapid Response must be a 1 or 2	Rapid Response field cannot be NULL on application and must be a 1 or 2
Reading Grade Level inconsistent with Highest Grade Completed	On application, if Reading Grade = 89 the Highest Grade Completed must be >= 16
Reading Grade Level must be a value from 0 through 13, 87, 88, 89	On application, if not blank, value entered in Reading Grade Level field must be a equal to 0 through 13, 87, 88, 89
Reading Grade Level must be numeric	On application, if not blank, field must be a numeric value
Reading Grade Level or Reading Score is required	Edit detected that Reading Grade level or Reading Score is required for this client
Reading Grade Level or Reading Score required	Edit detected that Reading Grade level or Reading Score is required for this client
Reading test code required	Test Code field cannot be NULL if value is entered in Reading Score field

Recent Sep Veteran must be a 1 or 2	Recent Separated Veteran on application must be a 1 or 2 if Veteran Status is equal to 1 or 2
Referred by WPRS must be 1 or 2 or 9	Value entered into Referred by WPRS field on application must 1, 2, or 9
Result Code is required	Result Code field on Goals form cannot be NULL if corresponding Date Attained is not NULL
Runaway must be a 1 or 2	Runaway field cannot be NULL on application and must be a 1 or 2
Selective Service = 2, client ineligible, eligibility must be X	If value in Selective Service field of application equal to 2, then eligibility must be X
Selective service is required for this client	Selective service cannot be NULL on application
Selective service must be 1, 2, or 3 for this client	Age and gender requires that field = 1, 2, or 3 on application
Selective service must be 4 for this client	Age and gender requires that field = 4 on application
SSN must be 9 digits	All social security numbers must be 9 digits on application
Substance Abuse must be 1 or 2	Substance Abuse field on application cannot be NULL, and must be a 1 or 2
Supplemental Data Emplmt Status 1 st quarter must be a 1 or 2 or 3	Supplemental Data Verified Employment Status, First Quarter After Exit field on Follow-up form must be a 1, 2, or 3
Supplemental Data Emplmt Status 3rd quarter must be a 1 or 2 or 3	Supplemental Data Verified Employment Status, Third Quarter After Exit field on Follow-up form must be a 1, 2, or 3
TANF Exhaustee must be 1 or 2	TANF Exhaustee field on application cannot be NULL, and must be a 1 or 2
TANF must be a 1 or 2	TANF field cannot be NULL on application and must be a 1 or 2
Title V Activity must be a 1 or 2	Title V Activity field cannot be NULL on application and must be a 1 or 2
Trade Adjustment Act must be a 1 or 2	Trade Adjustment Act field cannot be NULL on application and must be a 1 or 2

Training Related must be 1 or 2	Training Related field on Exit form cannot be NULL if Date Employed is not NULL and must be a 1 or 2
UI is required	UI field cannot be NULL on application
Value must be < 18	On application, value entered in Highest Grade complete must be less than 18
Veteran Sep Date is required	On application, cannot be NULL if Veteran Status is equal to 1 or 2
Veteran Sep Date shows Recent Sep Vet cannot be 1	If App Date minus Veteran Sep Date >= 48 months, then Recent Sep Veteran cannot be = 1
Veteran Sep Date shows Recent Sep Vet must be 1	If App Date minus Veteran Sep Date < 48 months, the Recent Sep Veteran must be = 1
Veterans must be 1 or 2	Veterans field cannot be NULL on application and must be a 1 or 2
Veterans Status is required	Veterans Status field on application cannot be NULL
Veterans/DVOP/LVR must be a 1 or 2	Veterans/DVOP/LVR field cannot be NULL on application and must be a 1 or 2
Vocational Rehab must be a 1 or 2	Vocational Rehabilitation field cannot be NULL on application and must be a 1 or 2
Wagner Peyser must be a 1 or 2	Wagner Peyser field cannot be NULL on application and must be a 1 or 2
WtW Participant must be a 1 or 2	WtW-Participant field cannot be NULL on application and must be a 1 or 2
Youth Needing Assistance must be 1 or 2	Youth Needing Assistance field on application cannot be NULL, and must be a 1 or 2
Zip code must be 5 digits	Application zip code or mail zip code must be 5 digits

